



Title:	Credit Card Policy
Number:	401
Effective:	August 18, 2020
Revised:	July 21, 2015
Cancel:	N/A
Prepared by:	LeeAnn McNulty, Administrative Services Manager
Approved by:	Authority Board Resolution No. 2020-20

POL-401 CREDIT CARD POLICY

The purpose of this policy is to establish guidelines and to authorize Mason Transit Authority's policy on the use of agency credit cards to transact official agency purchases, acquisitions and authorized travel expenses.

1.0 Authority

Mason Transit Authority (MTA) is authorized to use credit cards for official MTA purchases and acquisitions as set forth in RCW 43.09.2855 and pursuant of policies and procedures adopted by the Mason Transit Authority Board or the Mason Transit Authority Leadership Team when so designated by Board Authority.

2.0 Distribution

Credit cards may be distributed to those employees who have job responsibilities which would benefit or otherwise be facilitated by the use of a credit card. MTA credit cards are issued at the discretion of the General Manager and Administrative Services Manager.

3.0 Authorization and Control

The Administrative Services Manager shall develop and implement procedures and accounting controls as set forth to ensure the proper usage of credit cards. The Administrative Services Manager is responsible for administration of the cards to include, but not limited to, selection of the card provider, payment of credit card bills, managing the issuance of cards and ensuring proper use.

The use of a credit card does not relieve the cardholder from complying with other MTA policies and procedures. The card is not intended to replace effective procurement planning which can result in more efficient use of MTA's resources.

4.0 Credit Limit

The credit limits for each assigned MTA credit card shall be \$2,500, except for the Maintenance Manager, Operations Manager, and Systems Administrator which shall have a credit card limit of \$5,000.



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5.0 Authorized Card Use

Cardholders are authorized to use the card to purchase merchandise, make travel arrangements, conference and training registrations, services and other ordinary, necessary, reasonable, and usual expenses required as a function of their duties at MTA.

Credit cards may be used by the assigned individuals for official travel-related expenses (such as hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency MTA vehicle repairs) as authorized in advance by the General Manager or Team Manager and in compliance with all MTA travel policies.


Purchases made with a credit card may be made in-store, by telephone, fax, Internet or mail. All procurement policies and procedures must be followed.

Receipts must be submitted to the Administrative Services Team for all purchases.

If a credit card is used for the purpose of covering expenses relating to authorized travel, receipts must be submitted with a Purchase Log and fully itemized travel expense reimbursement, if applicable, within ten (10) days of returning from such travel. Any charges on the credit card not properly identified on the Purchase Log or found to be not allowed after an audit (as required by RCW 42.240.80) shall be paid back to MTA by the individual user by check or payroll deduction. (See Unauthorized and Inappropriate Card Use.)

Purchases where an open charge account exists may be utilized for convenience at the time of purchase with the approval of the Administrative Services Manager.

A credit card may only be used by the cardholder unless approved by the Administrative Services Manager or Team Manager.

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6.0 Card Restrictions

The following uses will be considered an unauthorized purchase or use:

- Cash advances of any kind.
- Personal purchases of any kind, even if the cardholder intends to reimburse MTA.
- Items for non-MTA purposes.
- Food and beverages for an individual employee, unless authorization is pre-approved for food and non-alcoholic beverages for business-related meetings and travel in compliance with MTA’s policies for Meetings and Meals and Travel.
- Alcoholic beverages.
- Relocation, entertainment and recreation expenses.

7.0 Unauthorized and/or Inappropriate Card Use

The act of obtaining a MTA credit card does not indicate pre-approval of purchases or expenditures/expenses. Any charges against MTA’s credit card not properly identified on the Purchase Log or not properly allowed following an audit of travel expenses shall be paid back by the employee. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the cardholder shall not use any MTA credit card until disallowed charges are reimbursed. The cardholder may also be subject to disciplinary action as described below.

8.0 Disciplinary Action

Cardholders who make an unauthorized purchase with the card or use the card in an inappropriate manner will be subject to revocation of the credit card and subject to disciplinary action up to and including termination of employment with MTA, criminal prosecution, and restitution to MTA for unauthorized purchases.



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9.0 Return of Credit Card

Employees shall return all MTA credit cards at the request of the General Manager and/or Administrative Services Manager, or upon separation of employment.

10.0 Responsibility and Accountability

All cardholders must sign the Credit Card User Agreement form and adhere to all responsibilities and accountability set forth in MTA procurement policies and procedures.

Cardholders are responsible and accountable for the expenses charged on the card in their name. Failure to provide proper receipts and documentation of charges, non-authorized usage or not adhering to policies and procedures may result in the user being responsible for the charge.

Safeguard the credit card and account number at all times when in possession; report lost or stolen credit cards immediately to the Administrative Services Team and credit card agency.